



Sample Letter and Instructions for Residents and non-PCS Businesses (New and Renewal Applications)

This is the sample letter that is to be mailed or delivered to **all** the homeowners, tenants, and non-PCS businesses that are located within your source protection area. You will need to fill in appropriate information such as the name and address of the recipient (if mailing), the date it is mailed/delivered, the name of the water system, etc. Be sure to use the letterhead of your water system for your letters. If you need to look up the size of your source protection area, refer to the protection area map and Section 2 of your most recent waiver application. If you want to change the letter, the Department of Environmental Services Waiver Program will need to review the letter you intend to send before it is mailed. Don't forget to include a copy of the *Clean Drinking Water Is Up To You* pamphlet and *BMPs for Backyard Mechanics* fact sheet. It is recommended that these items be copied onto colored paper. This sample letter can also be found on the DES website at the following link <http://www.des.state.nh.us/dwspp/pdf/NonPCSSampleLtr.rtf>

Date:

Name of Recipient

Recipient Address

Town, New Hampshire, Zip

Dear Homeowner:

The purpose of this letter is to ask for your cooperation in ensuring safe drinking water for the _____ community water system. Your property is located in the Well Head Protection Area (WHPA)/Surface Water Intake Protection Area (SWIPA) delineated by the New Hampshire Department of Environmental Services for our source(s). If we are all careful, the potential of harmful substances that could enter our drinking water supply and your drinking water supply will be minimized. No one wants to drink polluted water.

Because of its location within a (WHPA/SWIPA) activities on your property can affect our water quality and your water quality. Most people who have septic systems are aware that their septic system discharges to the ground and thus to groundwater. No one should pour gasoline, motor oil, paint, garden chemicals, lawn chemicals, or other household chemicals into their drinking water. Yet, the equivalent is done when someone pours any of these products down their toilet, sink or onto the ground.

Please take time to review and follow the instructions on the enclosed Do's and Don'ts flyer and the gasoline storage, handling and disposal flyer. By following these tips, we can all avoid the activities which could threaten water quality. We need your help to protect this valuable resource of drinking water.

The management and users of this public water supply appreciate your cooperation.

Sincerely,

Contact person's name

_____ Water System

Enclosures